



K Screen Update

June 20, 2016

2016-17 K Screen, Update 4

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Dates to Remember:

July 1 – submit staff file to Melody Cooper

July 12 – TOT in Frankfort, register with Melody Cooper

K Screen Links:

[Common Kindergarten Entry Screener, KDE](#)

Information on the K Screen, plus forms and previous updates.

[Refresher Webcast, KDE](#)

Recording of the March 28 online session hosted by Melody Cooper.

[Open House Data, KDE](#)

K Screen results released statewide

[Curriculum Associates, Kentucky](#)

Online training videos regarding the Online Management System can be found here.

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Planning is underway for the 2016-17 K Screen implementation. Please read carefully as this update is full of time-sensitive information.

Brigance Online Management System (OMS)

Staff File:

Several OMS Staff Files have been submitted. The OMS Staff File Template (Excel file) is attached to this message. Staff members who need access to the Brigance OMS should be included in the file **UNLESS**:

- The staff member is a district Brigance contact who receives updates from Melody Cooper. Those staff members will be added as users in the Brigance OMS automatically.
- The staff member is a kindergarten homeroom teacher. Kindergarten homeroom teachers who have **classrooms set up in Infinite Campus (IC) and at least one student assigned to his or her class by July 29** will be set up as users in the Brigance OMS automatically.
- **If you are uncertain about whether kindergarten homerooms will be set up in IC with at least one student enrolled by July 29, you should include kindergarten teachers on your district staff file.**

Please read the "Directions" tab carefully before completing the "Staff File Template" tab. Submit one file per district to [Melody Cooper](#) by July 1.

Infinite Campus Preparations:

Setting up classes – A data exchange process is in place to pull class and student information from IC and import the information into the Brigance OMS. Districts, schools, classes and kindergarten homeroom teachers will be automatically set up in the Brigance OMS. Core Assessment and Self-help and Social-Emotional data for each student is entered into the Brigance OMS, and the results are merged into IC after the statewide data reporting process is complete. In order for the Brigance OMS to initially set up correctly, districts and schools must schedule the homerooms in IC. Each kindergarten homeroom must be coded as one of the following:

703001 Elementary Homeroom

701010 Primary Self-Contained

600117 Self-Contained Emotional/Behavioral Disability (EBD) –Life Skills

600101 Self-Contained Functional/Mental Disability (FMD)

The homeroom must also be associated with a teacher whose district email address is entered into IC. Be sure that teacher name changes which are reflected in their email addresses have been updated in IC. The teacher's email address is how students are assigned to the correct class in the Brigance OMS.

Enrolling students – There is no way for KDE or district staff to manually add students into the Brigance OMS. As students enroll and are assigned to a homeroom with one of the required codes, the student data will automatically populate into the Brigance OMS. The system will refresh once a week; district staff can usually expect to see new students by Wednesday of each week. If new students are not showing up, check that everything is entered correctly in IC. If it is, contact [Melody Cooper](#) for support.

Common pitfalls – Please use the Student Locator in IC when enrolling students. The Student Locator can be found in IC under **Student Information > Student Locator**. District staff who handle student enrollments should always start by using the Student Locator to search for students being enrolled. This prevents duplicate records from being created if students had previous enrollments. Every year, numerous duplicate records are created. This can keep students from integrating into the Brigance OMS and it slows down the process for state reporting of readiness scores. Refer to the [Enrollment Data Standard](#) for additional details.

If a student has a suffix in his name, such as Jr., make sure it is entered in the suffix box in IC and not the last name box.

Ensure that birth dates are entered correctly. Often the child's birth month and day is entered correctly, yet the current year instead of the birth year is entered.

Remember, screening data can only be entered when the students populate in the Brigance OMS. **If your school or district prefers screening with iPads, do not schedule screenings before school starts**, as most students are not enrolled in IC and populated into the Brigance OMS until mid-August.


Training Topics

Training for new and experienced teachers and/or screen administrators must be delivered by a district employee who attended a six-hour, face-to-face Training of Trainers (TOT) session. When planning topics for training, consider the following:

- New teachers and/or screen administrators must receive the three-hour, face-to-face training from the district trainer. The PowerPoint presentation is attached to this message.
- Experienced teachers and/or screen administrators must be trained; the duration and modality are at the discretion of the district. Several district Brigance contacts have continued face-to-face trainings with experienced staff to ensure an annual recalibration, ensuring everyone is consistent with screening practices and data entry. The PowerPoint used for the refresher webcast may be modified for experienced teachers and/or screen administrators. This presentation was intended for district Brigance contacts, so some slides will not be pertinent to school staff.

Important training topics for new and experienced staff include, but are not limited to:

- reviewing the 2016-17 Implementation Guide
- collecting prior setting data
- conveying information about your district's screening window
- outlining your district's data entry expectations and timelines
- sharing consistent screening practices
- using data for instructional purposes

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- sharing data with families
 - collecting Self-help and Social-Emotional forms
 - viewing OMS videos on the Brigance training site for Kentucky
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Updated Forms

Updated forms have been posted to KDE's [K Screen website](#). The parent survey for the Self-help and Social-Emotional scales is attached in English and Spanish. This form must be copied, as it is not furnished in the materials from Curriculum Associates. **However, the parent survey is part of the screen and must be completed only during your district's screening window.**